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|------------------|---|----------------------------|------------------|
| <b>Job Title</b> | <b>Airport Properties Administrator</b> | <b>FLSA Status</b>         | <b>Exempt</b>    |
| <b>Band</b>      | <b>PRO</b>                              | <b>Probationary Period</b> | <b>12 Months</b> |
| <b>Zone</b>      | <b>5</b>                                | <b>Job Code</b>            | <b>17208</b>     |

## Class Specification – Airport Properties Administrator

### **Summary Statement:**

The purpose of this position is to monitor compliance of leases, permits, and other agreements involving airport property. This is accomplished by participating in the negotiation and preparation of contractual agreements between the Colorado Springs Airport and all tenants or prospective tenants, including public, private, and government organizations. Other duties include performing property related research; and assisting tenants and customers regarding property or agreements related questions or concerns.

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| <b>Essential Functions</b>                    | Note: Regular and predictable attendance is an essential function in the performance of this job.  |
| <b>Time %</b><br>(All below must add to 100%) | Note: Time spent on each essential function will vary based on operational needs and is only intended to be an approximation over the course of a full year.   |
| 45%   | Draft agreements and amendments in coordination with the assigned city attorney by communicating with direct supervisor and tenant or prospective tenant; seek input from attorney in drafting process of agreement; coordinate with planning department to develop exhibits; make changes as requested; ensure approval by both tenant and City Attorney of agreement; finalize and record agreement in database; and notify all departments of the details of the area now in use.   |
| 30%   | Monitor agreement compliance by understanding the various agreements, permits, and leases; consult with assigned City Attorney as needed; communicate with tenants and airport staff; and conduct site visits.   |
| 10%   | Perform customer service by responding to inquiries, questions, concerns, or complaints; and provide information to airport staff regarding agreement requirements.  |
| 5%  | Coordinate requests for proposal process by researching similar RFP documents at other airports; prepare documents for review by supervisor, assigned City Attorney, and contracting department; advertise the RFP in coordination with the contracting department; advertise the RFP in coordination with the contracting department; conduct pre-bid meetings and coordinate selection committee for the submitted RFP; and present the selection and agreement for proposed successful bidder to supervisor for approval. |



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| 5% | Assist and monitor tenant's requests by presenting their requests; compile all necessary information; present the information to airport departments for review; route final packets including staff comments and suggestions to supervisor for approval; notify tenant of airport's approval or recommendation; and monitor the project for compliance with the airport's approval notice. |
| 5% | Complete projects as assigned by researching public documents; solicit information from other airports; prepare relevant reports; and consult with City Attorney and other departments as needed.   |

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| <b>Competencies Required:</b> |  |
| Human Collaboration Skills:   | Decisions regarding interpretation of policies may be made. Contact may involve support of controversial positions or the negotiation of sensitive issues or important presentations. Contacts may involve stressful, negative interactions with the public requiring high levels of tact and the ability to respond to aggressive interpersonal interactions. |
| Reading:                      | Advanced - Ability to read literature, books, reviews, scientific or technical journals, abstracts, financial reports, and/or legal documents. Ordinarily, such education is obtained at the college level or above. However, it may be obtained from experience and self-study.   |
| Math:                         | Intermediate - Ability to deal with system of real numbers; practical application of fractions, percentages, ratios/proportions and measurement. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.  |
| Writing:                      | Intermediate - Ability to write reports, prepare business letters, expositions, and summaries with proper format, punctuation, spelling, and grammar, using all parts of speech. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.  |

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| <b>Technical Skills Required:</b> |   |
| Advanced Skills and Knowledge:    | Work requires advanced skills and knowledge in approaches and systems, which affect the design and implementation of major programs and/or processes organization-wide. Independent judgment and decision-making abilities are necessary to apply technical skills effectively. |



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**Relevant Background and Formal Education:** Demonstrated skills, competencies, and knowledge required for this job are most often acquired through the following practical experience and level of academic education and training as suggested below.

**Education:** Bachelor’s degree from an accredited college or university with major coursework in business administration, accounting, or a related field.

**Experience:** Three years of full-time responsible property administration, contract compliance, and/or lease negotiations experience in an airport environment.

**Certifications and Licenses:** Must possess or be able to acquire the following certifications and/or licenses.

Certifications required in accordance with standards established by departmental policy.

**Supervision Exercised:** Work requires supervising and monitoring performance for a regular group of employees or department including providing input or hiring/disciplinary actions and work objectives/effectiveness, performance evaluations, and realigning work as needed. A first line supervisor typically performs these functions.

**Supervision Received:** Receives Limited Direction: This job title normally performs the duty assignment according to his or her own judgment, requesting supervisory assistance only when necessary. Special projects are managed with little oversight and assignments may be reviewed upon completion. Performance reviewed periodically.

**Fiscal Responsibility:** The job title prepares accounting, budget, employment actions, purchasing documents; and does research to justify language used in documents for a unit or division of a department. May recommend budget allocations.

**Physical Demands:** Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.



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| <b>Environmental Conditions</b>      | <b>Frequency</b>   |
|--------------------------------------|--------------------|
| Primary Work Environment             | Office Environment |
| Extreme Temperature                  | Never              |
| Wetness and Humidity                 | Never              |
| Respiratory Hazards                  | Never              |
| Noise and Vibrations                 | Never              |
| Physical Hazards                     | Never              |
| Mechanical and/or Electrical Hazards | Never              |
| Exposure to Communicable Diseases    | Never              |

**Machines, Tools, Equipment, and Work Aids:** Computer, printer, copier, telephone, and standard office equipment.

**Specialized Computer Equipment and Software:** Microsoft Office.

*The description above is intended to represent only the key areas of responsibilities; specific job assignments, duties, and environmental conditions will vary depending on the business need of the department and the particular assignment.*

Original Date: November 2014